



VACANCY ANNOUNCEMENT
COMMUNICATION AND OUTREACH (CO) PROGRAMME

VACANCY ANNOUNCEMENT NO:	VA 14/052/CO
PUBLICATION/TRANSMISSION DATE:	8 July 2014
DEADLINE FOR APPLICATION	6 August 2014
TITLE AND GRADE:	Public Information Assistant (G-5)
POST NUMBER:	CFO-2943-V591-G5-002
DURATION OF APPOINTMENT:	One and a half years, with possibility of extension
DUTY STATION:	Bonn, Germany
EXPECTED DATE FOR ENTRY ON DUTY	As soon as possible

Background

The United Nations Framework Convention on Climate Change (UNFCCC) is the focus of the political process to address Climate Change. The Convention secretariat is supporting the Convention and its Kyoto Protocol by a range of activities, including substantive and organizational support to meetings of the Parties.

The Communications and Outreach (CO) programme is responsible for external communications, media relations, online public information and outreach to stakeholders in support of the Convention and the Kyoto Protocol. The programme leads the public advocacy work of the Climate Change Secretariat and the strategic high-level engagement of stakeholders involved in the development of climate change policies. The programme supports the communications and outreach work of the secretariat and will seek to increase the number of outreach partnerships, in particular with the private sector and other key stakeholders, with a view to facilitating enhanced action under the Convention.

Responsibilities

The Public Information Assistant post is located in the Communication and Outreach (CO) programme under the direct supervision of the Programme Officer (Team Lead), Communication and Outreach, and under the general guidance of the Coordinator, CO. The Public Information Assistant will be responsible for supporting public information initiatives and organizational outreach to the press, non-governmental organizations (NGOs), academic and research institutions and others (including members of the public) who have active interests in the carbon market mechanisms and work of the UNFCCC. The Public Information Assistant will also provide administrative and logistic support in drafting correspondence, coordinating travel requests and maintaining the Clean Development Mechanism (CDM) and Joint Implementation (JI) websites. The key functions include:

- Research and compilation of information with respect to public information initiatives
- Provision of administrative support

1. Research and compilation of information with respect to public information initiatives

- Performs research to identify representatives of the press, NGOs, academic and research institutes which have active or potential interests in the Kyoto Protocol mechanisms; compiles and presents information for use in the preparation and production of information products/services, such as CDM/JI Today news and social media round-up, official documents, reports, web pages, leaflets and booklets in support of outreach activities to identified press, NGOs, academic and research institutes;

- Responds to a wide range of queries received by the CDM-Press and multimedia email accounts, soliciting input from respective units and teams as appropriate; maintains related files and archives, prepares and disseminates reports on query-response management.

2. Administrative Support

- Provides administrative support to officers in the programme regarding the production and delivery of information communication products and services to identified NGOs and institutes, as well in the uploading of relevant information on the CDM/JI websites; drafts regular update reports on the activities of NGOs/institutes for distribution to the programme;
- Drafts and checks official correspondence, statistical tables and other documents for accuracy and format to ensure appropriate dissemination; develops and maintains general presentations on CDM/JI using PowerPoint; responds to requests for information, receives and coordinates visitors; performs other office support functions, such as taking and preparing minutes, drafting and/or typing Terms of Reference, maintaining appointment schedules and contact lists, as well as screening, registering and routing incoming mail, ensuring follow-up action on pending issues;
- Administers logistical support to meetings and workshops, including making travel arrangements for staff and participants, preparing and following up on procurement, service contracts and payments, and managing the on-site arrangements in respect of contracted webcast teams.

Requirements

(Only candidates who meet the essential requirements stated below will be considered)

Education: Completed secondary education. Supplemental courses/formal training in international relations, journalism, communications or a communications medium would be an asset.

Experience: At least five (5) years of work experience carrying out related office support functions in a public communications environment and/or an international organization.

Specific professional knowledge: Good knowledge of computer software with intermediate/advanced knowledge in Power Point and Internet use. Knowledge of HTML formatting or web content management systems an asset.

Job-related skills: Good research skills.

Language requirements: Fluency in written and spoken English. Working knowledge of another UN language is an asset.

Selection Process

Candidates may be invited for assessment of their technical/professional knowledge. The final stage of the selection process consists of a competency based interview to assess skills and aptitudes required to successfully perform the functions of the post. The following set of competencies for this particular post will be applied: Being accountable, being responsive to clients and partners, learning continuously and knowledge sharing, managing self.

To apply

Candidates whose qualifications and experience match the requirements for this position should use the on-line application system available at <http://unfccc.int/secretariat/employment/recruitment>.

Please note:

1. **This post is for local recruitment only. All travel, interview and relocation costs incurred to take up an appointment at the duty station in Bonn are at the expense of the applicant.**
2. **We will confirm receipt of your application. However, only candidates under serious consideration and contacted for an interview will receive notice of the final outcome of the selection process.**
3. **Indicative Net Annual Salary: Euro 36,042 plus other UN benefits as indicated in the link below:**
<https://unfccc.int/secretariat/employment/conditions-of-employment.html>